

Who We Are: The Greater New Bedford Youth Alliance is a partnership of 30 youth-serving organizations dedicated to creating a seamless system and network of youth services.

Job Description

Job Title: Greater New Bedford Youth Alliance Coordinator

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all-inclusive list of all responsibilities, duties, and skills required of the facilitator so classified.

Summary: Assists in identifying, assessing, and mobilizing individual, group, organizational, and institutional assets to improve the academic, social, physical, and economic health of children in the Greater New Bedford area. Coordinates and manages specific projects and initiatives as assigned.

Reports to: As the Youth Alliance is a fiscal sponsored project of the Community Foundation of Southeastern Massachusetts, the Coordinator reports to the President of the Foundation, but the Coordinator's workplan and regular oversight is in service to the Youth Alliance Chair and Executive Committee.

Duties and responsibilities:

1. Maintains fidelity to the vision and mission of the Greater New Bedford Youth Alliance.
2. Supports efforts to mobilize, enhance, and expand formal and informal organizational networks of mutual support and problem-solving.
3. Coordinates Youth Alliance activities in collaboration with sub-committee chairs of the various working committees to create a yearly workplan. Supports committee members in facilitating their own meetings.
4. Performs outreach and liaison duties to member organizations, other community partners and volunteers. Informs the Youth Alliance Chair and the Executive Committee prior to the outreach.
5. Provides support to the Youth Alliance Chair in convening and facilitating the monthly meetings of the Alliance.
6. In conjunction with the Youth Alliance Chair, collaborates with the Resource and Development Committee on grant writing and other fundraising strategies to ensure the sustainability of the Greater New Bedford Youth Alliance.
7. In conjunction with the Youth Alliance Chair, develops with committees and manages the Alliance budget and related financial obligations and, where appropriate, coordinates with fiscal sponsors.

8. Provides support to the Youth Alliance Chair in maintaining oversight of all Youth Alliance operations.
9. Attends the Executive Committee meetings, and send out the calendar invites for the meeting to all members of the Executive Committee.
10. Provides a final review of the minutes once received from the Youth Alliance secretary and distributes to the Executive Committee members for review before the next Executive Committee meeting.
11. Updates and reports to Youth Alliance officers and Executive Committee members on Alliance activities.
12. Encourages government, foundations, and other institutions to support Youth Alliance-driven initiatives, including advocating that a substantial percentage of government and charitable expenditures provide direct economic benefit to afterschool programs.
13. Thought leader and collaborator.
14. Performs other related duties as assigned.

Requirements:

1. Minimum education and experience: Baccalaureate degree in human services or a related field of study, with one year of experience providing direct service. Training and experience in community development preferred.
2. Licenses and certifications:
 - Valid driver's license.
 - Satisfactory Criminal Offender Record Inquiry (CORI) results.
3. Knowledge, skills, and abilities:
 - a. Knowledge of:
 - Philosophy and process of assets-based community development.
 - The community served by the agency, including familiarity with formal services and other resources available in the community, as well as awareness of informal community supports and opportunities not generally regarded as "services."
 - Cultural competency, including variation in family forms.
 - Confidentiality policy and exceptions to confidentiality.
 - b. Skill in:
 - Verbal communication, including speaking before groups.
 - Written communication, including preparation of grants and reports.
 - Use of computers and outcomes tracking and database management applications.
 - Facilitation of community meetings.

c. Ability to:

- Work effectively with and motivate constituencies in a culturally diverse low-income community.
- Promote individual-level and interagency collaboration.
- Identify, organize, prioritize, and follow through on the multiple responsibilities associated with the job.
- Take initiative and be resourceful.
- Exercise good judgment in unexpected or emergency situations.

Job Type: Part-time (up to 40 hours per month)

Salary: \$45.00 per hour

If interested, please submit a cover letter and resume by Monday, May 22, 2020, to:

Attention:
Mr. Robert Mendes
Executive Director
Boys & Girls Club of New Bedford/Wareham
166 Jenney Street
New Bedford, MA 02740

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER